

4944 Bundoora Primary School Policy Manual	MANAGEMENT POLICY Attendance	Last ratified by School Council in: August 2017
---	---	--

If further information is required, please refer to the DET Guidelines.

1.0 VISION

- 1.1 To ensure that all students: regularly attend school, in accordance with the *Education and Training Reform Act 2006*; attend compulsory schooling from the age of six – 17 years, unless an exemption has been granted. At Bundoora Primary School (BPS) we believe that the building blocks of a successful education begin with the aim of each student being at school every day.

2.0 ACTION

- 2.1 Parents/carers must enrol their child at school once the child is of compulsory school age. Parents/carers must also ensure that their child attends school at all times when the school is open for instruction. Satisfactory attendance includes children being on time for school, and remaining until the end of the day, so that valuable learning time is not lost.
- 2.2 All students are expected to attend school - during normal school hours, every day of each term - unless:
- there is an approved exemption from school attendance, or attendance and enrolment, for the student.
 - the student is registered for home schooling and has a partial enrolment in a school, that they attend for particular activities only. (Home schooling in Victoria is a legally recognised alternative to attending a registered school.)
- 2.3 Students at BPS are expected to be at school by 8.52am. This is the time at which the three minutes of music commences, as a reminder for students to line up in preparation for the bell sounding at 8.55am. It is recommended that students be at school by 8.50am.
- 2.4 Applications for extended leave, (longer than a week) eg a family holiday, must be submitted to the Principal for authorisation. Parents/carers are able to obtain the required extended leave authorisation forms from the school office.
- 2.5 Students are considered in attendance when involved in off-site curriculum programs or activities organised by the school. For example, students are marked as present when attending excursions and camps, or other approved programs such as Baltara and CAMHS.
- 2.6 The Principal or Regional Director (depending on the circumstances) is able to authorise exemptions and provide written approval for non-attendance, exemptions to enrolment or reductions in the required attendance to less than full time.
- 2.7 For absences where there is no exemption in place, the parent/carer must provide an explanation to the school on the occasion of each absence. The school will determine if the explanation provided is valid in terms of the parent/carer meeting their responsibilities under the *Education and Training Reform Act 2006*.
- 2.8 The following are examples of the different categories of student absences:
- Illness/injury
 - Truancy – when a child is absent from school without a parent/carer’s knowledge or consent
 - School Refusal – when a child does not want to attend school, even after parents/carers have made attempts to get them to school
 - School Withdrawal – when a child does not attend school with the school’s or parents/carers’ permission. For example, family holidays, baby-sitting, helping parents/carers at home etc.
- 2.9 If a child is going to be absent from school, parents/carers must inform the school via The Skoolbag App (Compass in Term 4, 2017), phone (9467 2601), email or the website. A note on the day of the child’s return is also acceptable, however, notice/advice prior is preferred.

- 2.10 If a student will be absent for an extended period of time, and they are not incapacitated due to serious illness, parent/carers are encouraged to speak with their child's classroom teacher to determine if there are tasks or projects that the child can complete prior to their return to school.
- 2.11 If a child is absent for three consecutive days, the classroom teacher will personally contact the parent/carer to enquire about the health/wellbeing of the student.
- 2.12 BPS will maintain attendance records to support and maintain attendance. Student absences will be recorded in both the June and December reports in order to inform parents/carers of the impact that absences may have had on their child's education and learning.
- 2.13 BPS will follow the guidelines and principles of 'Every Day Counts - It's not ok to be away', a government initiative that highlights the importance of regular attendance at school. Information regarding this will be available via our school newsletters and website and directly through the Department of Education and Training website.
- 2.14 Parent/carers are encouraged to openly communicate with the school about issues regarding their child/ren's attendance so that the school can support them in assisting to improve attendance. Parents/carers can also find information and resources to help address attendance issues at: www.education.vic.gov.au/school/parents/behaviour/Pages/studentattendance.aspx
- 2.15 Attendance issues that escalate, and are not satisfactorily addressed, may lead to an Infringement Notice, which carries a fine, being issued to a parent/carer. The School Attendance Officer is a Department of Education and Training Regional Director who has authority to follow up on issues of non-attendance and issue Infringement Notices to parents/carers when necessary.

REVIEW

The *Attendance Policy* will be reviewed regularly, as part of the school's policy review process.